How to set-up your Email (OWA) on your IPhone

(Software version 2.0 and higher)

You must be connected to a wireless source or have the IPhone data plan

**Step 1:** Tap settings

![Settings icon on IPhone]

**Step 2:** Select, “Mail, Contacts, Calendars”
**Step 3:** tap Add Account

![Add Account](image1)

**Step 4:** tap Microsoft Exchange

![Microsoft Exchange](image2)
Step 5:

A) Enter your full email address.
B) **Do Not** enter anything under Domain
C) Enter your Username (Domain name)
D) Enter your password (Domain password)
Step 6:
You will receive a message saying unable to verify certificate. This is ok, you will now be able to change your exchange server details.
You will need to type “mail.lee.edu” in the Server field.

Step 7: Tap next
*If you are having any problems please verify all spellings and passwords
Step 8: Pick what services you would like to synchronize

![Select info to synchronize using Exchange](image)

- **Mail**: ON
- **Contacts**: ON
- **Calendars**: ON

Step 9: You have now completed the set-up

To view your exchange mail, go to your home screen and tap “Mail”